



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: October 5, 2015

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 6, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, October 20, 2015**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

ET IV

Products Inspection Supervisor  
Region 3/District 5/Project Implementation  
Highways  
Paris

Attachments  
40583

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Tuesday, October 20, 2015**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

**Classification:** Engineering Technician IV

**Salary Range:** \$4,695 - \$8,775

**Position Title:** Products Inspection Supervisor

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW014-23-55-203-30-01

**IPR#:** 40583

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#### Office/Central Bureau/District/Work Address:

Highways/Region 3 District 5/Bureau of Project Implementation/Materials/13473 IL Hwy 133 W, Paris, IL

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#### Description Of Duties:

This position is accountable for ensuring that all material manufactured or produced other than aggregates, hot mix asphalt, concrete and soils complies with applicable specifications and is used on the projects for which it is specified and inspected.

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#### Special Qualifications:

***The following criteria is required:***

- Valid Illinois driver's license
- Statewide and occasional out-of-state travel

***The following criteria is desired:***

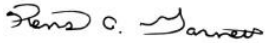
- An associate degree from an accredited two-year civil engineering technology program. Knowledge, skill and mental development equivalent to the completion of two years of college, in pre-engineering or civil engineering technology
- Eight years' experience in performing a variety of technical tasks of which at least four years should be related to civil engineering
- Ability to direct field construction personnel on proper evidence of inspection required for all material types involved
- Ability to interpret test results; anticipate and interpret quality problems
- Ability to interpret and enforce divisional and departmental policies
- Strong oral and/or written communication skills

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#### Shift/Remarks:

7:00 am – 3:30 pm / Monday-Friday (30 minute lunch)

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	July 2014	<b>POSITION:</b>	Products Inspection Supervisor
<b>APPROVED BY:</b>		<b>OFFICE/DIVISION:</b>	Highways/Region 3/District 5 Bureau of Project Implementation Materials Section
<b>CODE:</b>	PW014-23-55-203-30-01	<b>REPORTS TO:</b>	Physical Tests Engineer

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***Position Purpose***

This position is accountable for ensuring that all material manufactured or produced other than aggregates, hot mix asphalt, concrete and soils complies with applicable specifications and is used on the projects for which it is specified and inspected.

***Dimensions***

Jobsite and Product Sources	50 - 70
Value of Material Inspected:	\$15 - \$40 Million Annually

***Nature and Scope***

This position reports to the Physical Tests Engineer as does the Materials Laboratory Supervisor, the Aggregate Inspection Supervisor and the Precast-Prestress Supervisor.

The incumbent in this position inspects and certifies all materials except aggregates, hot mix asphalt, concrete and soils that will be used in highway construction and maintenance projects. This service is also rendered for other agencies such as Aeronautics, Conservation, Water Resources, County and Municipalities. This position is unique because it requires the incumbent have knowledge to properly interpret test results as well as anticipate and interpret quality problems. This position also has the responsibility in directing field construction personnel on proper evidence of inspection that is required for all material types involved.

Typical problems involve identifying material that does not meet quality specifications; reconciling differences when material passes inspection at the production site but does not pass inspection at the construction site; identifying what is causing the discrepancy in test results; locating materials for specified needs. One of the biggest challenges of the position is to obtain compliance by producers while maintaining a workable and professional relationship with them.

The incumbent will be responsible for monitoring and directing the District's responsibility pertaining to the Bureau of Materials Certified Products Programs and related QC/QA Programs. The incumbent works to ensure field construction inspectors are aware of material inspection requirements and sampling and reporting needs. This position coordinates inspection assignments to ensure all inspection and physical tests are performed on products contracted for State inspection so that only acceptable, quality materials are used for highway construction. This position reviews inspection reports of field personnel; directs inspection of miscellaneous construction materials; directs and ensures the inspection of seed, fertilizer, guard rail, bridge rail, polyethylene and polyvinyl chloride pipe, electrical products, paint and pavement marking materials, corrugated metal pipe, reinforcement bars and couplers, geotextile fabrics, signing and other miscellaneous products as needed.

The incumbent is responsible for keeping his/her superiors informed of activities and problems occurring in the field since many of his/her decisions affect the financial interest of outside firms and therefore may be controversial. He/she has authority for recommending the purchase of supplies and testing equipment. The position operates under Standards and Specifications for Road and Bridge Construction, Supplemental Specifications and Recurring Special Provisions, Guide Bridge Special Provisions, Bureau of Design and Environment Special Provisions, District Special Provisions, AASHTO Specifications, ASTM Specifications, Highway Standards and the rules of agencies that he/she might be assisting.

Contacts are common with the Central Bureaus of Material and Physical Research, Design Bridge Office, and other District Bureaus of Materials. Outside the Department contacts are common with highway departments of adjoining states, county highway officials, consulting engineers, contractors, producers, suppliers and other governmental agencies to discuss material inspections, testing procedures, and applicable specifications. Travel is required within the State and into west central Indiana.

Performance may be partially evaluated by inspections of the Resident Engineers, FHWA, Central Bureau of Materials and Physical Research, and by other agencies or consulting engineers who periodically question inspection reports.

### ***Principal Accountabilities***

1. Assure that material used in highway projects comply with applicable specifications for each project.
2. Assures District's compliance with the Certified Products Programs and related QC/QA Programs.
3. Assure accurate and timely distribution of inspection reporting.
4. Collect and maintain evidence of all material inspections.
5. Keep superiors informed of inspection results.
6. Maintain current knowledge of specification changes and updates.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.